Cambridge-Africa ALBORADA Research Fund
Terms & Conditions 2019

1. Eligibility
The purpose of the fund is to encourage research, training and engagement activities between Cambridge and sub-Saharan Africa. Applicants from Cambridge apply jointly for funds with applicants from universities/ institutes in sub-Saharan Africa and co-create the projects. It is important that the funds are not simply providing services that will be carried out at one institution on behalf of the other, and that true collaboration is demonstrated in the application.

An important function of the awards is to act as a seed fund/catalyst to enable the development of new research activity and further joint funding applications. Priority will be given to applications that build new partnerships (or expand existing ones) with the potential for long term collaboration. Projects should also ideally strengthen the research capacity of the African researcher and/or the African research institution/university.

Both applicants must be at post-doctoral level or above, and by completing an application it is understood that they are both doing so with support from their Senior Researcher/Head of Group/Principal Investigator, if they are not in this position themselves. Both applicants should have a formal link to a research group/department/faculty in their home institution. The fund is not intended to support post-graduate students, however limited support for students (e.g. as part of a research project or visit) will be considered when there is a clear demonstration that this will enhance the relationship between the Cambridge and African PIs.

The Cambridge applicant must be either working at the University of Cambridge, or at a research Institute affiliated with the University. Previous successful Cambridge applicants have included those from: Wellcome-Trust Sanger Institute; MRC Human Nutrition Research; National Institute of Agricultural Botany (NIAB). The Cambridge applicants will act as the lead applicants, for administrative purposes, as the awards have to be paid to their Cambridge departments/faculties/institutes.

The African applicant must be based in a sub-Saharan African research Institution or university.

2. Awards available
Applications should generally fall into one of these five research-related categories and within the standard limits of funding indicated. Exceptional requests above the standard limits will only be considered where strong justification is given. You may wish to discuss exceptional requests before submission by contacting alboradafund@cambridge-africa.cam.ac.uk

Please note that the fund cannot cover overheads or administration costs. Furthermore, the fund will not support conference registration and attendance.

<table>
<thead>
<tr>
<th>Category</th>
<th>Standard limit</th>
<th>Exceptions</th>
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<tbody>
<tr>
<td>Workshop or research training course in Africa</td>
<td>£5,000</td>
<td>Up to 10,000</td>
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<tr>
<td>Travel between Cambridge and Africa</td>
<td>£3,000</td>
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<tr>
<td>Equipment *</td>
<td>£20,000</td>
<td></td>
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<tr>
<td>Research project (Social Sciences) **</td>
<td>£6,000</td>
<td></td>
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<tr>
<td>Research project (Science)</td>
<td>£20,000</td>
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* All equipment purchased using the Cambridge-Africa ALBORADA Research Fund must be for use in Africa, and must remain with the African partner institution/university upon completion of the project.

** A lower limit is set for projects in social sciences that generally incur lower costs. However, this limit could be exceeded where well justified for the project.
3. Application
Joint completion of the online form is required by both the Cambridge and African applicant. The form can be saved and revisited before final submission and has been designed to allow both applicants (Cambridge- and Africa-based) to log in and update online. Applicants are also required to upload:

- A document detailing the research project, workshop or travel plans
- An itemised budget (template provided)
- A letter of support from the department/faculty of the Cambridge PI
- A letter of support from the department/institution of the African PI
- CVs (maximum 2 pages) for both the Cambridge and Africa PI

The details of two suggested external referees are also required.

The deadline for submission is 2nd September 2019 but applications can be submitted at any time before this. Any queries should be sent to alboradafund@cambridge-africa.cam.ac.uk

4. Returning recipients
Requests for additional support from returning Cambridge or African recipients will only be considered in the following instances:

- For supporting courses and workshops in Africa that have been previously funded, or are new. Applicants must provide justification that includes evidence that other sources of funding have been sought, and what plans there are for future funding sustainability. Also, a report(s) should have been submitted for the previous funding received
- Request for funding for research (reagents, equipment or travel) with the old or a new collaborator, but for a new project. Report(s) should have been submitted for the previous funding received.

5. Administration of the funding
In making the application, both applicants agree for the funds awarded to be administered by the Cambridge department/faculty of the Cambridge PI. A member of staff within the department responsible for administering the fund must be named in the application form, and applicants must confirm that a prior discussion has taken place with this staff member.

Applicants must clearly itemise on the budget how much of the award is to be spent in Africa. Once the award has been paid to the Cambridge PI, it is expected that the Cambridge University Department will advance the proportion of funds required for use in Africa to the African institution/researcher and collect receipts retrospectively.

On allocation of an award, the Cambridge PI must sign an award letter and the African PI must sign a side-award letter for the transfer of funds to Africa. See templates here: https://www.cambridge-africa.cam.ac.uk/initiatives/the-alborada-research-fund/2019-call-for-funding/alborada-awardletter-templates/

On receipt of the signed award letters, the project will be set up within the Cambridge PI’s department with project and task numbers.

The African institution must sign to show receipt of any items of equipment bought by the fund.

6. Following of laws and guidelines regarding ethics, sensitive data and the transfer of equipment and scientific materials
All research and equipment transfer must be in accordance with national laws and institutional policies and guidelines. This includes the policies of both the University of Cambridge and the African Institution and the import and export laws of both the UK and the African country.

Please refer to the following links:

- Ethics and sensitive data: http://www.research-integrity.admin.cam.ac.uk/
7. **Reporting**

An End of Grant report is required to be submitted to alboradafund@cambridge-africa.cam.ac.uk within 45 days of the award end date, as stated in the award letter. The End of Grant report should detail achievements so far, including:

- Details of the collaboration between the Cambridge and African institutes/universities
- Outputs of the project/collaboration, including publications, presentations, awards and further grant applications
- Examples of publicity generated by the project (where applicable)
- Photographs of activities are encouraged. We would wish to use them for publicity purposes, or include them in our reports to the ALBORADA Trust
- Financial statement indicating how the Cambridge-Africa ALBORADA Research Fund was used.

Some projects may be required to submit an interim report. This requirement will be stated in the award letter, where applicable.

Informal updates and sharing of news, photographs and publicity outside of the specified reporting times are also encouraged, **as are any longer-term or subsequent outcomes**. Please send all to alboradafund@cambridge-africa.cam.ac.uk

8. **Timetable**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>3rd June 2019</td>
<td>Applications open</td>
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<tr>
<td>2nd September 2019</td>
<td>Applications close</td>
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<tr>
<td>September-October 2019</td>
<td>Referees contacted</td>
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<td></td>
<td>Further information may be requested from applicants by the panel</td>
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<td></td>
<td>Panel meet to discuss applications</td>
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<tr>
<td>October 2019</td>
<td>Application outcomes confirmed</td>
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